

## Cosby Parish Council Minutes

The minutes of the meeting of Cosby Parish Council, held on Thursday 20<sup>th</sup> September 2018 at 7.30pm, in the Cosby Community Church Rooms, Croft Road, Cosby

**Present:** Cllr J Chapman  
Cllr V Rye  
Cllr D Cooper  
Cllr L Phillimore  
Cllr M Hillmann  
Cllr M Howkins  
Cllr I Mullis  
Cllr P Suffield

**Also present:** Mrs A Wood – Clerk

There were two members of the public present.

**1. To receive and approve apologies for absence**

Cllr C Pharoah (holiday), Cllr A Tanner (illness) and County Cllr D Jennings.

**2. Chairman's welcome**

The Chairman welcomed members of the public to the meeting and provided the following report:

Alison has decided to leave the post of Clerk to the Council. In the short time she has been with the Parish Council she has proven to be a very effective and hardworking Clerk. We shall be sorry to lose her and wish her the best; selection of a replacement is underway.

The Victory Show was a great success with the lights enhancing the village at night, along with the bunting provide by the Parish Council.

Congratulations to Cllr Paul Suffield and his team on the Outdoor Gym Equipment, I look forward to testing it!

The Neighbourhood Plan consultation document is in circulation and, with the banner, reflects well on the Parish Council. I would urge all to encourage a response. When the responses are received, the Parish Council working groups need to be involved in the plans devised by the Neighbourhood Plan working group. Proposals for working group involvement will be discussed.

The 32 new affordable houses are in the process of being built on the rural exception site on Croft Road. These will be allocated according to Cosby residence criteria under social housing and shared ownership tenure. The actual criteria and types of tenure have been provided by Blaby District Council, circulated for information and for the answering of any queries from residents.

**3. To receive disclosures of members' interests (i.e. the existence and the nature of those interests in respect of items on the agenda)**

Councillor Phillimore reaffirmed his standing declaration regarding any planning applications due to him being a member of Blaby District Council's Planning Committee. Also, Councillor Phillimore declared a non-pecuniary interest in agenda items 6. b), f) and j), relating to Blaby District Council and planning matters.

4. **To receive and sign the minutes of the meeting held on 16<sup>th</sup> August 2018**

The draft minutes had been previously circulated.

**RESOLVED** that the minutes of the Parish Council meeting held on 16<sup>th</sup> August 2018 were signed as being a true and correct record.

5. **To receive and approve the financial reports for month ending 31<sup>st</sup> August 2018**

To receive the financial report for the month ending 31<sup>st</sup> August 2018 including income and expenditure, budget year to date, balance sheet and to sign the bank reconciliation for the same period.

**RESOLVED** that the accounts for August 2018 were approved and signed as correct with no issues arising.

6. **To receive any Correspondence**

- a) Blaby District Council Building Control – Members noted the confirmation of postal numbering for The Ridges, Main Street, Cosby.
- b) Blaby District Council – The Clerk summarised for Members the Consultation on Council Tax Support Changes, which had previously been circulated. Information had also been included on the Parish Council’s website and social media.
- c) Leicestershire County Council Highways – Members received an updated response to a planning application for 2 no. industrial units at the rear of 31 Croft Road. It was **RESOLVED** to write to LCC Highways requesting how its decision had been derived.
- d) LRALC – Parish Councils had been invited to complete the National Highways & Transport (NHT) Public Satisfaction Survey. Members of the Road and Village Safety Working Group would complete the survey, on behalf of Cosby Parish Council.
- e) PCSO Zahid Malik – The Police Newsletter for September 2018 was noted.
- f) Blaby District Council – A copy of a letter to the Leader of Leicestershire County Council from District Leaders was noted.
- g) Cosby Library – Members **RESOLVED** to purchase two boot scrapers for the cleaning of mud off boots, due to the use of the library wall / posts around the car park being used for this purpose and causing drainage issues.
- h) Blaby District Council – A Bite Back Campaign had been launched with regards to dog fouling and a pack to include posters, stencil kits, etc. was to be issued to Parish Councils, on request. Members highlighted Victory Park and Main Street as specific areas for targeting.
- i) Healthwatch Leicester and Leicestershire – It was requested that a representative of the new Healthwatch was invited to attend the next meeting.
- j) South and East Leicestershire Action Group – Cllrs Hillmann and Rye agreed to meet with SELAG regarding the proposed expressway cutting through South and East Leicestershire.

- k) LRALC – Members noted the 2018 Newsletter No. 4, which had been previously circulated.
- l) Residents – Two emails had been received regarding concerns with the lack of line marking and give way signage at the junction of Broughton Road with Croft Road. The Clerk had reported this urgent matter to LCC Highways; it was recommended that the Clerk contacted Ann Carruthers, Director of Environment and Transport at LCC.

**7. To receive and consider any Planning Applications and the outcomes of any previous Planning Applications**

- a) **Received** 18/1142/TC The Barn, Broughton Road  
Fell one Robinia (ornamental tree)

Members were advised that the above application had been permitted since the agenda had been circulated.

- b) **Received** 18/1149/RM 3-5 Narborough Road, Cosby  
Erection of two dwellings (Reserved Matters)

The applicant was in attendance and addressed the meeting, with regards to the reserved matters. Members **RESOLVED** no objections or observations.

- c) **Received** 18/1174/FUL 5 Kingsfield Road, Cosby  
Retention of a detached dwelling and double garage  
(resubmission of 17/0311/FUL)

The Clerk provided further details on the application and Members **RESOLVED** to submit no observations.

- d) **Appeal** APP/T2405/W/18/3198896  
Land off Countesthorpe Road, Whetstone  
Change of use of land for siting of 2 caravans/mobile homes for occupation by one gypsy family and storage of one touring caravan (re-submission)

Members acknowledged the appeal.

Members noted the following outcomes:

- e) **Outcome** 18/0971/HH 7 Church Farm Close, Cosby APPROVED
- f) **Outcome** 18/1045/HH 39 Church Farm Close, Cosby APPROVED

**8. To receive the Clerk's General Report and Updates**

- a) Archiving  
Cllrs Chapman, Howkins and Pharoah, kindly assisted the Clerk in the latest archiving session. There are only three boxes remaining, which the Clerk is happy to complete, prior to confidential shredding.

b) Annual Leave

The Temporary Cemetery Operative and Street Orderly have both requested annual leave week commencing 1<sup>st</sup> October 2018; this can be accommodated as all tasks at the Cemetery will be up to date and cover will be arranged for the Street Orderly.

c) Cyber Security

Toc H had received a presentation from the Cyber Protect Officer at Leicestershire Police on Cyber Security. Members considered the subject and requested that the Officer was invited to a future Parish Council meeting.

d) Completion of the limited assurance review for the year ended 31 March 2018

The external auditors had completed the review of the Annual Governance & Accountability Return (AGAR) for Cosby Parish Council.

Members were advised of the qualified audit report due to the Precept figure and other income figure being incorrectly reflected in the accounts in April 2017; therefore, the yearend figures, although correct in total, were not entered correctly in the appropriate boxes on the AGAR.

Also, although the correct receipts and payments figures had been reconciled to the bank account, unpresented cheques and an outstanding VAT repayment due in April 2018, had been incorrectly reflected in the accounting statements and therefore box 7 and 8 on the AGAR did not agree. The Clerk had provided explanations to the external auditor, with the inclusion of a reconciliation statement on request, which had been acknowledged and accepted.

As a result, Members noted the figures that need to be entered for 'previous year' when the AGAR is completed for year ending 31 March 2019.

The notice of completion of audit and the certified AGAR were to be published on the Parish Council's website and displayed on the noticeboards by 30<sup>th</sup> September 2018.

**9. To receive any update on the Neighbourhood Plan**

a) Allocation of properties on the Rural Exception Site Croft Road, Cosby

The Housing Strategy Team Leader of Blaby District Council (BDC) had provided the following information for the Parish Council, which Members noted, as it needed to be considered in conjunction with the Neighbourhood Plan:

"BDC is responsible for the allocation of properties, the housing association (NCHA) will wait for BDC to nominate applicants.

They do this following strict criteria set out in the legal agreement for the site (S106 agreement). The following criteria apply to all those who register an interest in the property and are weighted with point one being the highest, etc.

Initially every applicant who wishes to be considered must be eligible for BDC's Housing list, once on there anyone from the list can bid; however, they are then sorted via the criteria previously mentioned and which is listed below:

Starting at the top, with the criteria with the most weight

1. was born in the Parish and lived there for 5 years;

2. previously lived in the Parish for 10 years or more;
  3. has resided in the Parish for the last 5 years;
  4. is employed in the Parish;
  5. used to live in the Parish for +5 years but moved due to lack of Affordable Housing;
- or
6. has or have one or more close relative(s) (being parents/children/siblings/grandparents/grandchildren/uncle/aunt/nephew/niece/step- parents or children) who have resided in the Parish for at least the last 5 years.

NB Should anyone move out of the property in the future the following criteria will be applied again to anyone who wishes to take on the property.

#### Types of Tenure

Social/Affordable Rent means properties that will be let following the above criteria and with the rent level capped to the Local Housing Allowance Rate (this essentially means the Housing Benefit rate) this ensures that they are affordable in perpetuity.

Shared Ownership Properties are still managed by the Housing Association; however, the applicants will be able to buy a percentage of the property with a small mortgage (anywhere from 25% share to 75% share).

They will then have to pay rent to the Housing Association for the share of the property they don't own (plus of course the mortgage payments on the share they do own). This does work out to be cheaper than both renting privately and obviously buying outright on the open market but is more expensive than the social/affordable rented properties.

They will be given the opportunity to buy more of the property as they go; however, because this is a rural exception site, then if they approach 100% ownership they cannot remove the property from its intended purpose, so would have to sell back to the Housing Association and the process will start again with a new tenant."

#### b) Working Group Involvement in the Neighbourhood Plan

The Chairman proposed that the current Working Groups were reviewed to align with the issues raised in the Neighbourhood Plan (NHP) and ensure Councillor involvement in all areas.

It was acknowledged that current Council Members of the NHP working group represented the various working groups of Cosby Parish Council. The remaining Councillors had regularly been reminded that they were welcome at the NHP working group meetings; therefore, the working groups would remain unchanged.

Members discussed the Issues and Options Consultation responses to date, with 191 surveys received by hand and 30 completed on-line. Members **RESOLVED** to hold a public meeting to inform residents of the outcomes of the consultation and prior to submission to the Inspector.

The results of the Consultation were to be included on the agenda for the next meeting in November.

The Parish Council wished to send a letter of thanks to two members of the NHP working group, for their additional contribution in creating the paper document and on-line version.

**10. To receive any updates on Centenary/Remembrance Parade**

Councillor Rye and the Clerk met with volunteers who would be lead marshals for the parade on Remembrance Sunday. They were able to provide additional support and equipment for the event e.g. radios. A band to lead the parade had also been secured.

Flyers to inform businesses and residents of the road closure will be distributed and a notice placed in the November edition of Cosby News.

Members were asked to confirm if they would be attending the service so that St Michael's Church could be notified. Councillors Hillmann, Rye, Chapman, Mullis and Suffield plus four guests confirmed that they would be attending. Councillors Cooper and Howkins would be attending in a different capacity.

**11. To receive any updates on the Annual Playground Inspection Schedule**

Members noted this month's Annual Playground Inspections Schedule.

**12. Public Participation**

The meeting was suspended at 9.06pm to allow a member of the public to make representation about a Community Response Plan (CRP) for Cosby.

A brief description was given regarding the CRP, with Members requesting an electronic copy of the information. An invitation to attend a future meeting of the Parish Council was extended, to explore further a plan for Cosby.

The public participation ended at 9.15pm with the two members of the public leaving and the meeting then resumed.

**13. To receive any verbal updates and proposals from the Working Group Meetings held since 16<sup>th</sup> August 2018, where minutes have not been previously circulated**

a) Finance and Staffing Working Group – Consider options for the role of Clerk to the Council and RFO

Councillors discussed the vacancy for Clerk to the Council and RFO. Members were advised that the role could be offered to the candidate previously interviewed, who had relocated, or the post could be re-advertised.

Members discussed the issues at length and considered both options.

Councillor Phillimore left the meeting at 9.30pm.

A proposal to offer the previous candidate the role with a six month probation period was tabled and seconded, with one abstention, the majority of Members **RESOLVED** to approve the proposal.

An offer letter was to be written and signed by the Vice Chairman, as the Chairman would be unavailable.

b) Open Spaces

i. Consider and approve a quotation for the flailing of the hedges in Victory Park at an approximate cost of £220 plus VAT

Members **RESOLVED** to approve a quotation of £220 plus VAT for the flailing of the hedges at Victory Park. The contractor was to be asked if work to the hedgerow at the front of the car park could be included.

- ii. Approve expenditure of £100 for the purchase of Daffodil Bulbs  
It was **RESOLVED** by Members to approve expenditure of £100 for the purchase of Daffodil Bulbs.
  - iii. Consider clearing of the brook alongside Main Street  
**RESOLVED** that the Clerk would contact the Environment Agency to request clearance of the brook or permission for this to be undertaken by The Conservation Volunteers.
- c) Road and Village Safety Working Group – To consider and approve expenditure for the purchase of speed awareness wheelie bin stickers  
Members **RESOLVED** to approve expenditure of £220 for 500 speed awareness stickers, for wheelie bins on key routes.
- d) Festive Lighting – Consider a request for the Parish Council to host the second Cosby Christmas Festival on 1<sup>st</sup> December 2018, to include a part road closure  
It was **RESOLVED** by Members to approve and support the Cosby Christmas Festival, to be held on 1<sup>st</sup> December 2018.

**14. To receive any reports from County/District Councillors**

County Councillor David Jennings had advised the Clerk that he had nothing to report.

**15. To receive and consider reports from representatives attending outside meetings or training**

Councillor Rye confirmed that she had been appointed a School Governor of Cosby Primary School.

**16. To confirm the date of the next meeting**

The next meeting of the Parish Council was to be convened on Thursday 11<sup>th</sup> October 2018.

The Chairman declared the meeting closed at 9.58pm

----- 11<sup>th</sup> October 2018  
Councillor Miles Hillmann  
Chairman